

Community Options Service Notification Form for Personal Assistance

The Community Options Service Notification Form for personal assistance should be completed upon personal assistance service initiation, revision or termination. This form should be completed for Community Options waiver, Increased Community Services (ICS), Community First Choice (CFC) and Community Personal Assistance Services (CPAS) participants. The form should be completed by the assigned Supports Planner and sent to the personal assistance provider agency affected by the change in the participant's services.

The date that the form is sent to the personal assistance provider agency should be listed on the form, along with the date that the service initiation, revision or termination should take place. If the form is to notify the personal assistance provider agency of an initiation or a revision of services, a copy of the approved plan of service should be attached. If the form is to notify the personal assistance provider of a temporary revision of services, this should be noted on the form along with the date those temporary services should end.